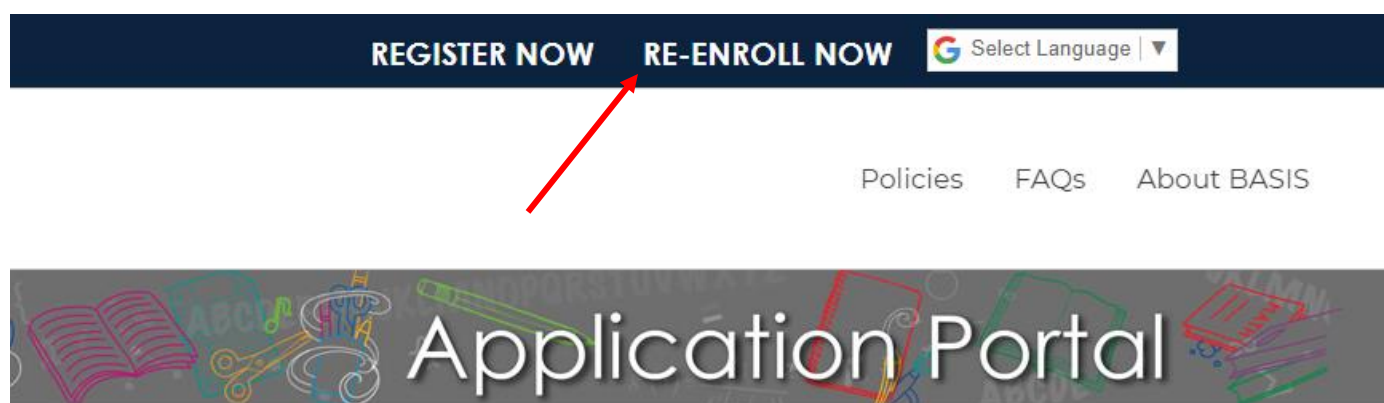


BASIS Washington, D.C. Online Re-Enrollment Instructions

STEP 1: Create or login to your parent account

1. Go to <https://apply.bdcschools.org/apply/>
2. Click on RE-ENROLL NOW at the top



Welcome to the BASIS Washington, D.C. Online Registration System

3. Create a new account

Follow the instructions below to begin the re-enrollment process.

Contact Information

BASIS Washington, D.C.
410 8th St. NW
Washington, DC 20004
202.804.6390

For technical issues, email:
enrollment@basisschools.org

System Instructions

DC Registration Instructions
(coming soon)

DC Re-Enrollment
Instructions

If you have already created an account
please login to your account to continue:

Email:

Password:

[Forgot your password?](#)

If you do NOT have an account
please create an account using the form below:

Guardian First Name:

Guardian Last Name:

Guardian Email:

Confirm Email:

Password:

Confirm Password:

☐ Would you like to add a second parent/guardian to your account?

* To Users in the Enrollment Portal: The parent who creates the applicant's enrollment portal account ("Application Portal") is the primary user. A secondary user may be added at the primary user's discretion. BASIS will only make user access changes to the Application Portal if presented with (a) written consent by the parents, or (b) applicable court orders. BASIS cannot restrict user permissions in

the Portal or monitor parent actions, so parents are expected to make educational decisions, including re-enrollment decisions, in accordance with applicable court orders. BASIS will rely and act upon decisions made for the applicant through the Application Portal, unless we are aware that the parents disagree about that decision.

STEP 2: Complete a re-enrollment survey

- 1. Enter the student's information to move forward with the re-enrollment survey.
- 2. The student information entered must match school records.

Re-enroll a Current BASIS Student

i.1	*First Name:	<input type="text"/>
i.2	Middle Name:	<input type="text"/>
i.3	*Last Name:	<input type="text"/>
i.4	*Birthdate:	<input type="text"/> <input type="text"/> <input type="text"/>
i.5	*Current School:	<input type="text"/>
i.6	*Current Grade:	<input type="text"/>
i.7	*Enrolling Grade:	<input type="text"/>

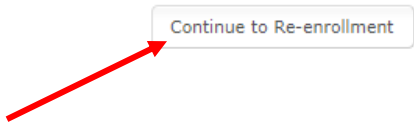
- 3. Click on CONTINUE TO RE-ENROLLMENT

The student information entered must match school records. You must also be logged into the parent account that is associated with your child's record. If you are having trouble locating your student via the student look-up feature, click on DASHBOARD above to complete the re-enrollment process. Please contact the school if you need further assistance.

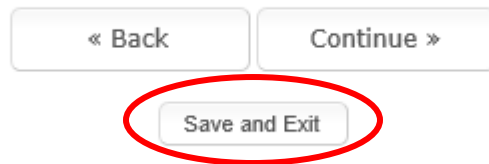
BASIS Washington, D.C. would like to assure all system users that the information gathered on this re-enrollment survey is kept confidential, and will not be shared with anyone outside our organization.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DISCLOSURE:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that BASIS Washington, D.C., with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, BASIS Washington, D.C. may disclose appropriately designated "directory information" without written consent, unless you have advised BASIS Washington, D.C. to the contrary in accordance with BASIS Washington, D.C. procedures. The primary purpose of directory information is to allow BASIS Washington, D.C. to include this type of information from your child's education records in certain school publications. If you do not want BASIS Washington, D.C. to disclose directory information from your child's educational records without your prior written consent, you must notify BASIS Washington, D.C. in writing prior to the first day of the student's enrollment. The directory information includes, but is not limited to, the student's name, address, telephone listing, electronic email address, grade level, participation in officially recognized activities and sport, award or placement in school organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for Academic Recognition).



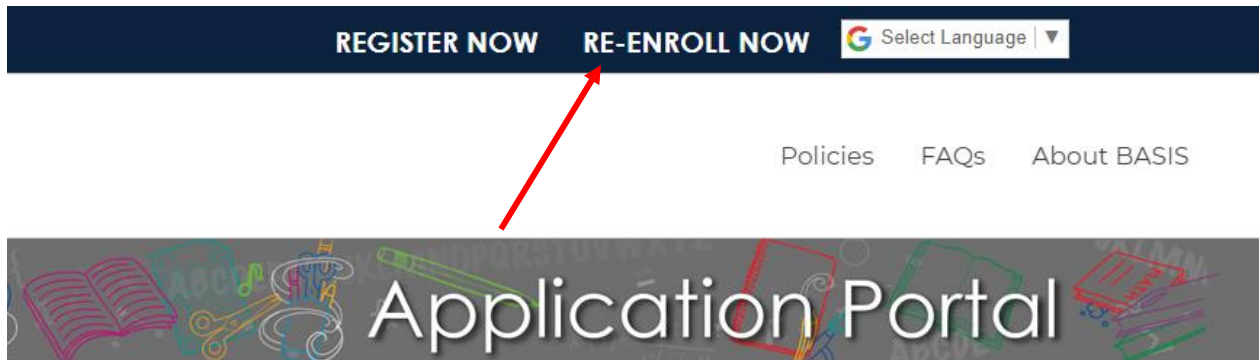
4. Enter in all the information asked in the re-enrollment survey. After you have completed each page click **CONTINUE** (at the bottom of each screen).
5. If you need to complete the re-enrollment survey at a later time you can click on the “save and exit” button at the bottom of the screen.



« Back Continue »

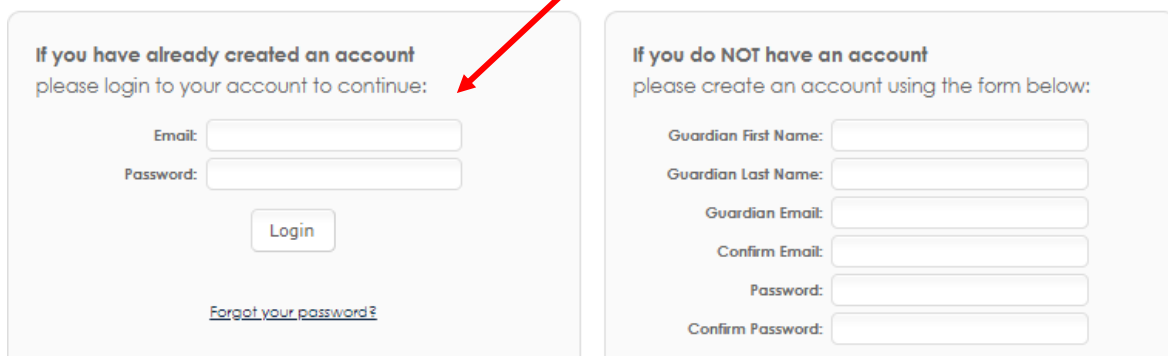
Save and Exit

6. To return and complete the re-enrollment survey, go to <https://apply.bdcschools.org/apply/>
7. Click on RE-ENROLL NOW at the top



Welcome to the BASIS Washington, D.C. Online Registration System

8. Log into your account



If you have already created an account
please login to your account to continue:

Email:

Password:

Login

[Forgot your password?](#)

If you do NOT have an account
please create an account using the form below:

Guardian First Name:

Guardian Last Name:

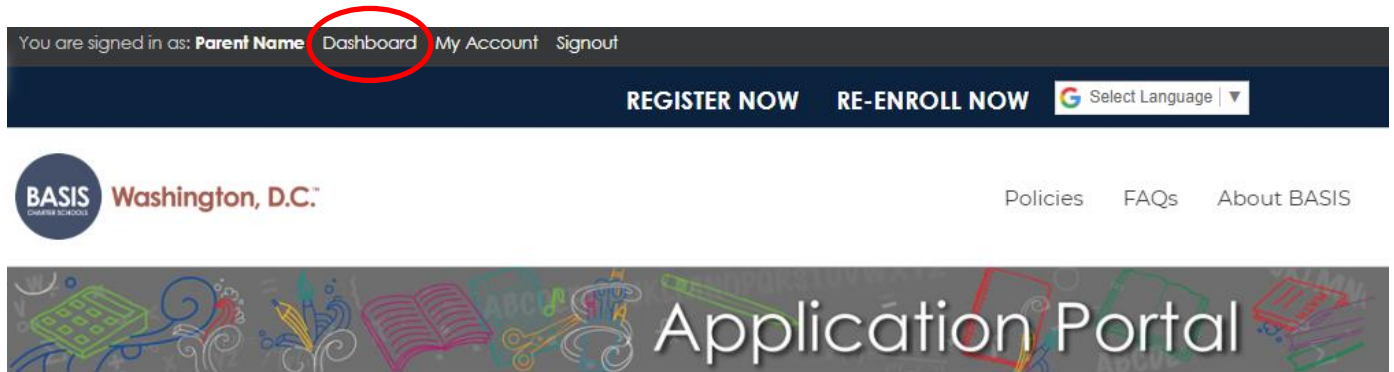
Guardian Email:

Confirm Email:

Password:

Confirm Password:

9. Click on DASHBOARD on the top of your screen



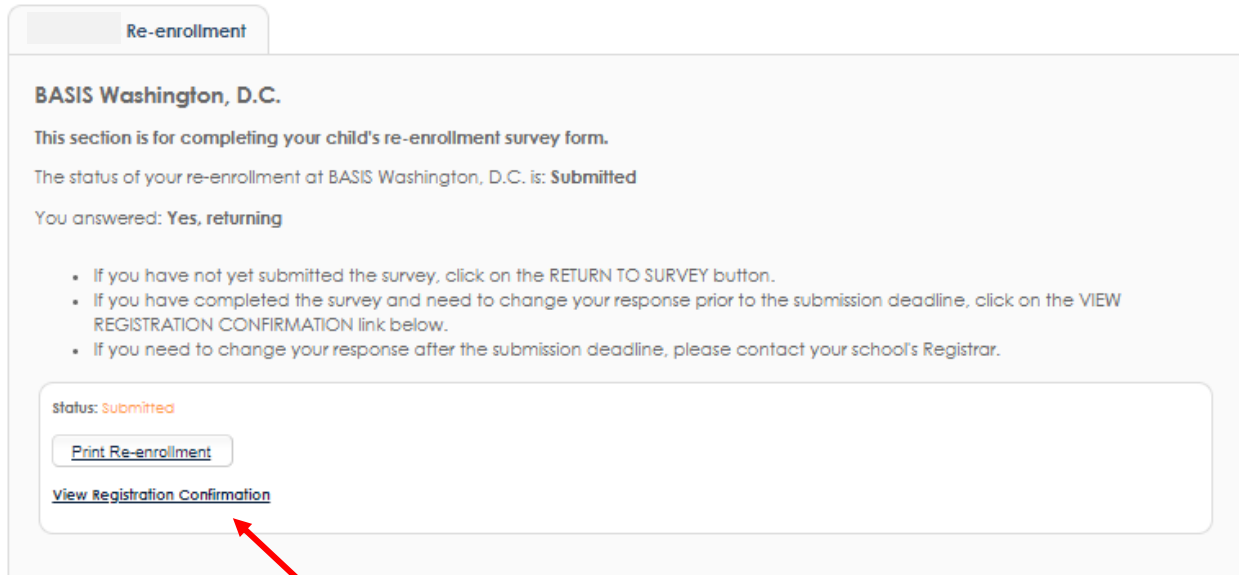
10. Click on RETURN TO SURVEY

A screenshot of the BASIS Washington, D.C. Re-enrollment survey form. The form has a tab labeled "Re-enrollment". The content area is titled "BASIS Washington, D.C." and contains the following text: "This section is for completing your child's re-enrollment survey form." and "The status of your re-enrollment at BASIS Washington, D.C. is: Not Submitted". Below this, it says "You answered:" followed by a bulleted list of instructions. At the bottom right of the form, there is a button labeled "Return to Survey" with a red arrow pointing to it from below.

11. Once you have verified all your information is correct click **SUBMIT NOW**.

12. You will receive an email confirming the submission of your re-enrollment survey.

13. If you need to edit any information or change your response in the re-enrollment survey, please follow the instructions for returning to the survey, but click on “View Registration Confirmation.” You will be able to make any necessary changes even after the re-enrollment survey is submitted.



Re-enrollment

BASIS Washington, D.C.

This section is for completing your child's re-enrollment survey form.

The status of your re-enrollment at BASIS Washington, D.C. is: **Submitted**

You answered: **Yes, returning**

- If you have not yet submitted the survey, click on the RETURN TO SURVEY button.
- If you have completed the survey and need to change your response prior to the submission deadline, click on the VIEW REGISTRATION CONFIRMATION link below.
- If you need to change your response after the submission deadline, please contact your school's Registrar.

Status: **Submitted**

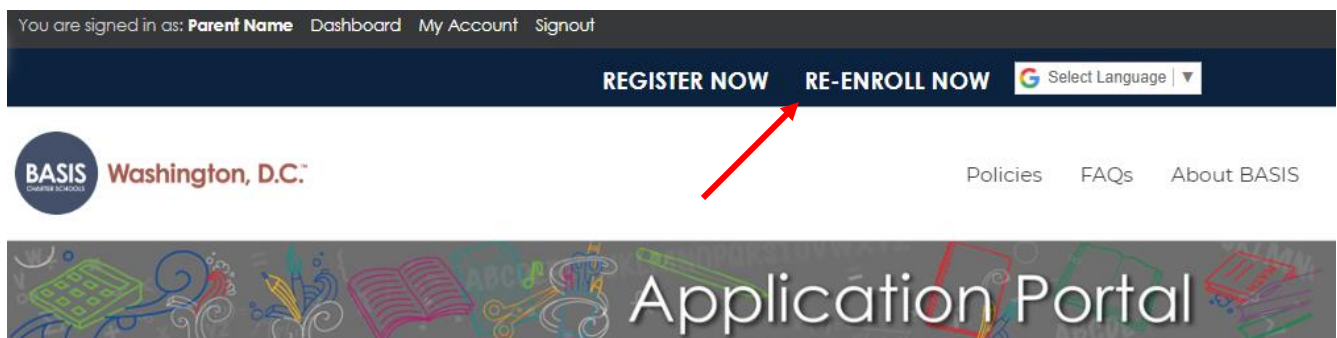
[Print Re-enrollment](#)

[View Registration Confirmation](#)

14. You may print the re-enrollment survey for your records, but you do NOT need to submit a printed copy to the school.

STEP 3: Completing a re-enrollment survey for another student at BASIS.

1. If you need to re-enroll more than one student, click on the RE-ENROLL NOW button at the top of the screen after you submit the re-enrollment survey for the first student.



You are signed in as: **Parent Name** | [Dashboard](#) | [My Account](#) | [Signout](#)

REGISTER NOW **RE-ENROLL NOW** [Select Language](#) ▼

BASIS Washington, D.C.™ | [Policies](#) | [FAQs](#) | [About BASIS](#)

Application Portal

2. Continue completing the re-enrollment survey as you did for the first student.
3. Make sure that you fill out an individual re-enrollment survey for every student.